

# **USER GUIDE**

**HOW TO GET STARTED ON A SIMPLE, YET  
POWERFUL WAY TO CONNECT AND LEARN**

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# WELCOME TO GOBOARD!

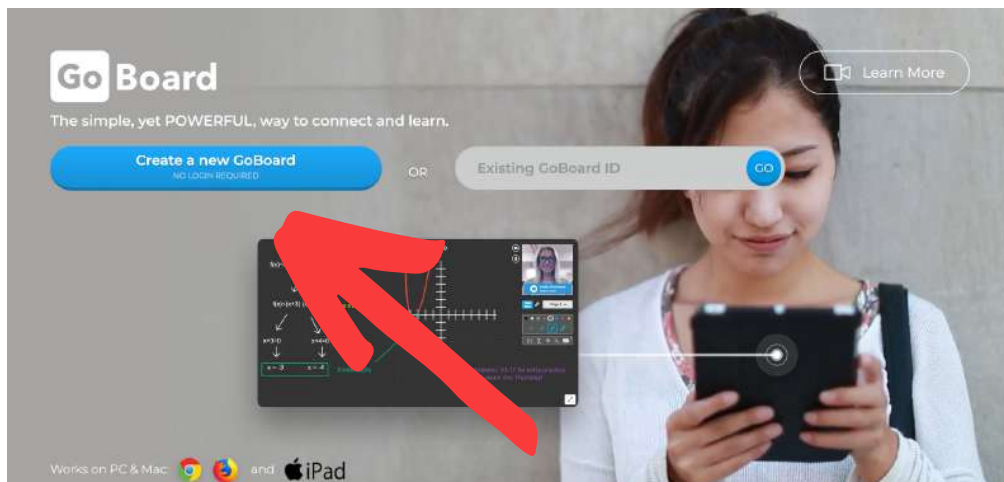
The following pages detail how to use GoBoard's extensive tutoring functions for a simple, yet powerful learning experience.

For the best learning experience, follow this user guide step-by-step if it's your first time using GoBoard.

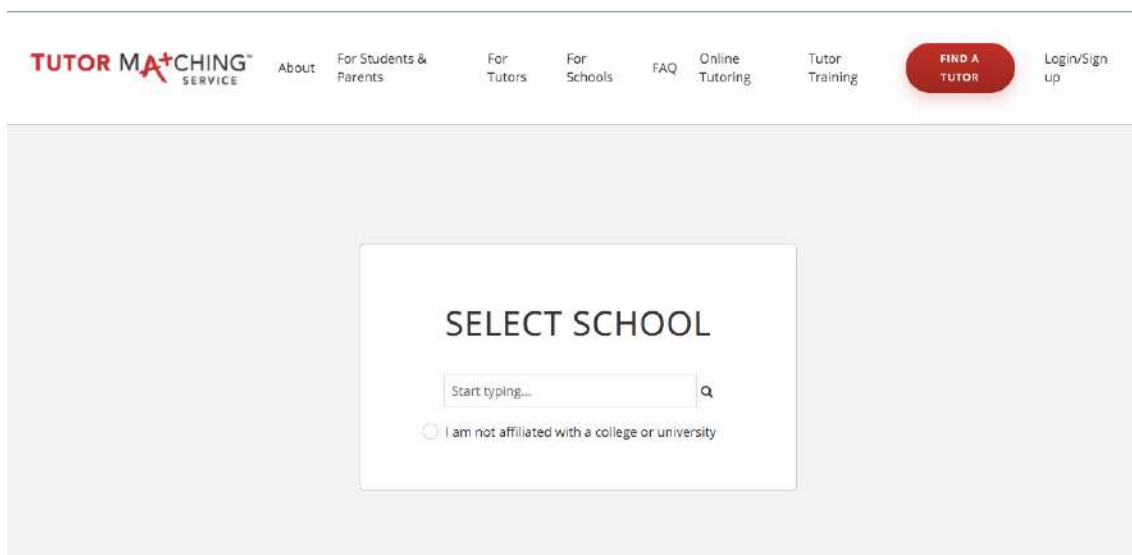
**FIRST, LET'S GO OVER WHAT ENTERING A GOBOARD SESSION SHOULD LOOK LIKE!**

# ENTERING A BOARD

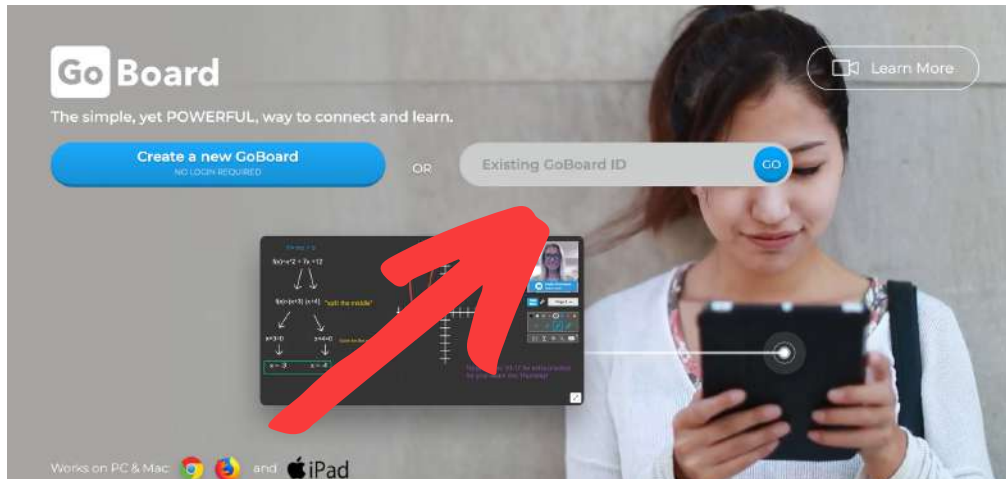
If you're a tutor, create a GoBoard room by clicking "Create a new GoBoard."



On the next screen, selecting "I'm a Tutor" will prompt you to login to your Tutor Matching Service account.



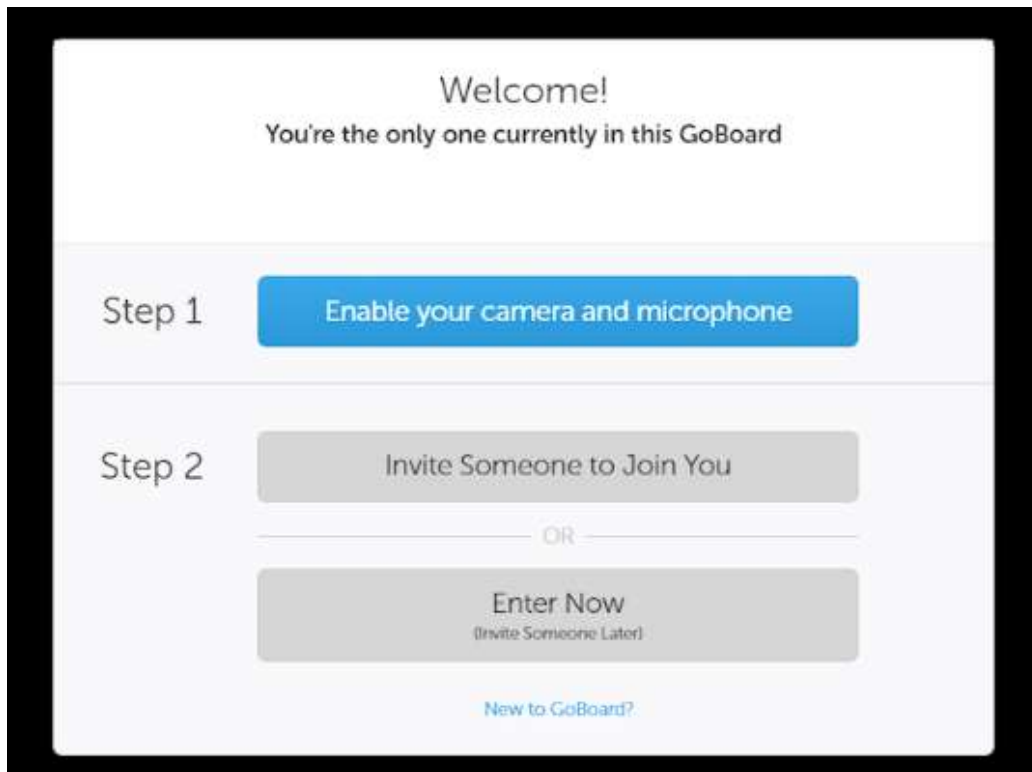
If you're a student, join a GoBoard room by inputting the GoBoard ID.



Or if you're trying to create a room, click "Create a new GoBoard" and select "I'm a Student" on the next screen. Login and include an email address to ensure that you get an end state PDF of the board, along with the chat log.

A screenshot of a registration form on a dark background. The form consists of three white input fields stacked vertically: "First Name", "Last Name", and "School Email" (with an envelope icon to the left). Below the fields is a blue button with the text "Enter GoBoard".

**Once you've followed the login steps, you'll see this screen:**



**MAKE SURE YOU'RE NOT USING YOUR CAMERA OR MICROPHONE IN ANOTHER PROGRAM, LIKE SKYPE OR ZOOM, BEFORE YOU CONTINUE.**

**Enable your camera and microphone in your browser by clicking the blue button labeled "Enable your camera and microphone."**

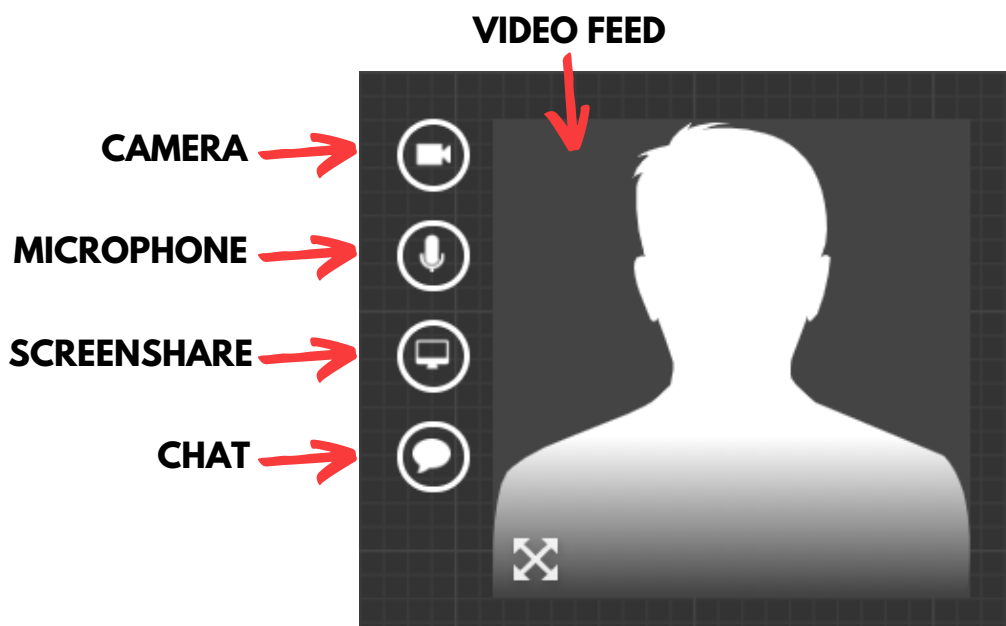
**At this point, you could invite someone to join by sending an email through the "Invite Someone to Join You" button, or continue to join the session by clicking "Enter Now."**

You have now entered your GoBoard session and should see something like this:



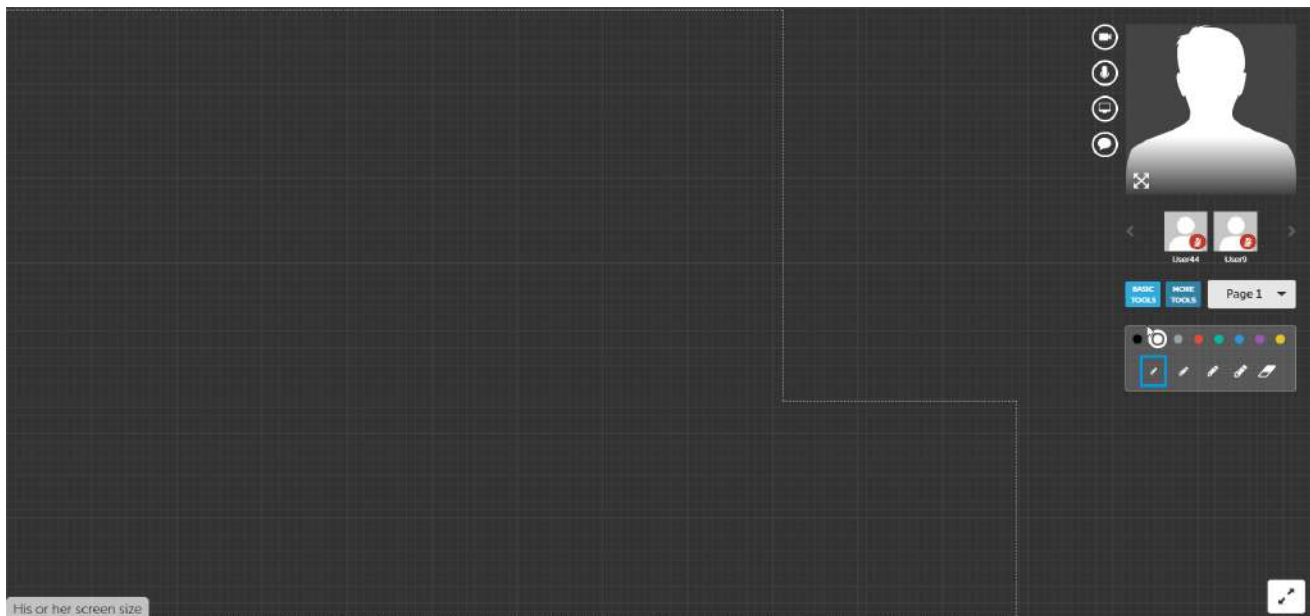
In the top right, you will see your video feed. Other participants' video feed will appear in a smaller window below.

Next to the video feed window, you will see four buttons that enable the camera, microphone, screen sharing, and chat.



# PAGE BOUNDARIES

**Because of screen size differentials, it is possible that you are drawing on a part of the screen that others cannot see.**



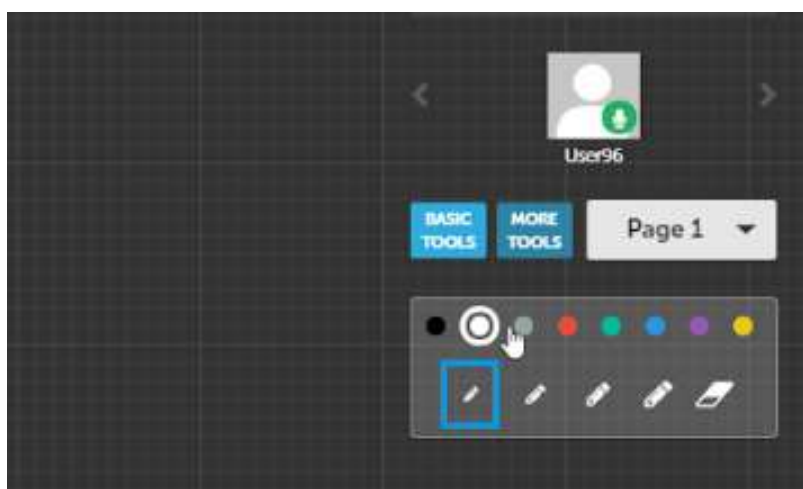
**Keep on the left hand side of the dashed boundary line to ensure your work is seen.**



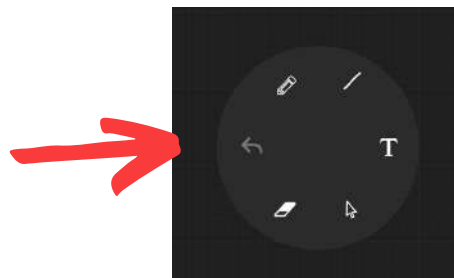
# TOOLS

Now we'll look at the interactive canvas, where most of the session will take place.

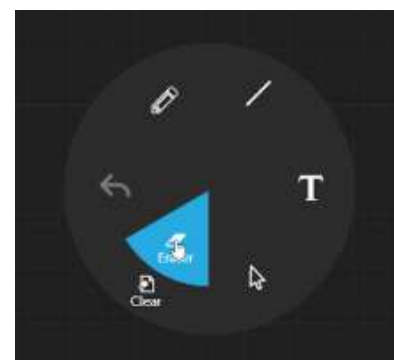
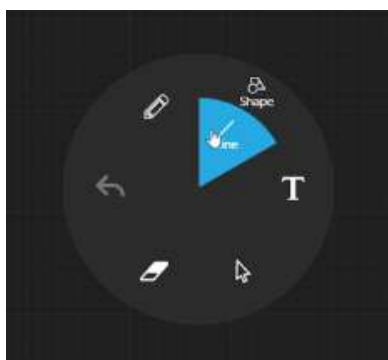
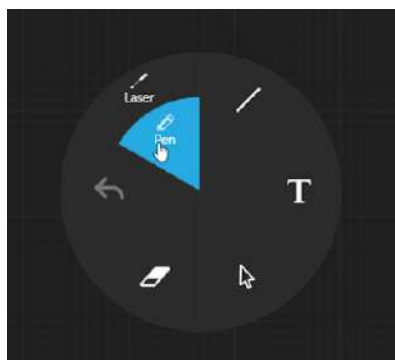
Participants can interact with the canvas using the toolbar, which has Basic Tools and More Tools, as well as a page functionality to add more pages.



The Basic Tools button brings you to this tool wheel

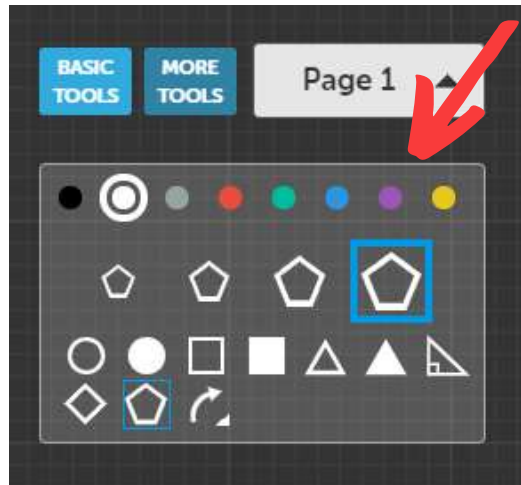


The tool wheel has additional tools that appear when hovered over:



# BASIC TOOLS

Every basic tool has a toolbar associated with it, which can be found under the basic tools button:



FOR EXAMPLE: THE SHAPE TOOL'S TOOLBAR

Here is a description of all the basic tools on the wheel, going from the top-left tool in a clockwise direction:

- **Pen:** Used to draw on the canvas; has 8 color options and 4 thickness settings.
- **Laser:** Static laser pointer to help pinpoint areas of interest during a learning session.
- **Line:** Used to create multiple types of lines, rays, dotted lines, arrows, etc. with multiple color options.
- **Shape:** Used to create different 2D shapes in various colors, thicknesses, and proportions.
- **Text:** Used to create text in various font sizes and colors; includes special symbols for mathematics.
- **Select:** Used to interact with elements on the canvas to move, rotate, modify, or group them.
- **Erase:** Used to remove elements from the canvas - holding down on the cursor while dragging over elements, then releasing removes the elements selected.
- **Clear:** Clears the entire page.

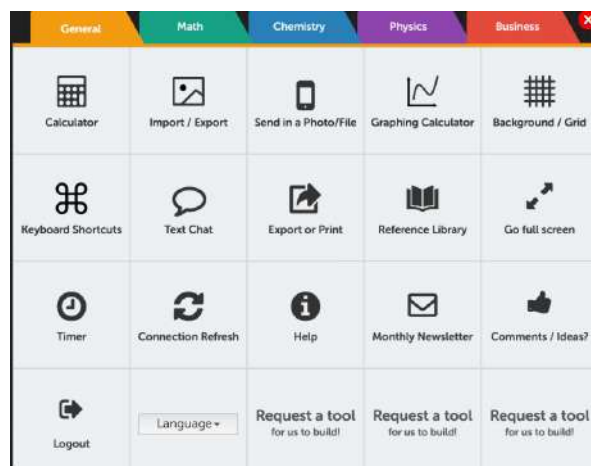
# MORE TOOLS

Clicking the more tools button shows a pop up with the advanced tools GoBoard has to offer.

There are several tabs, which include General, Math, Chemistry, Physics, and Business. Each tab has tools designed for tutoring those subjects.

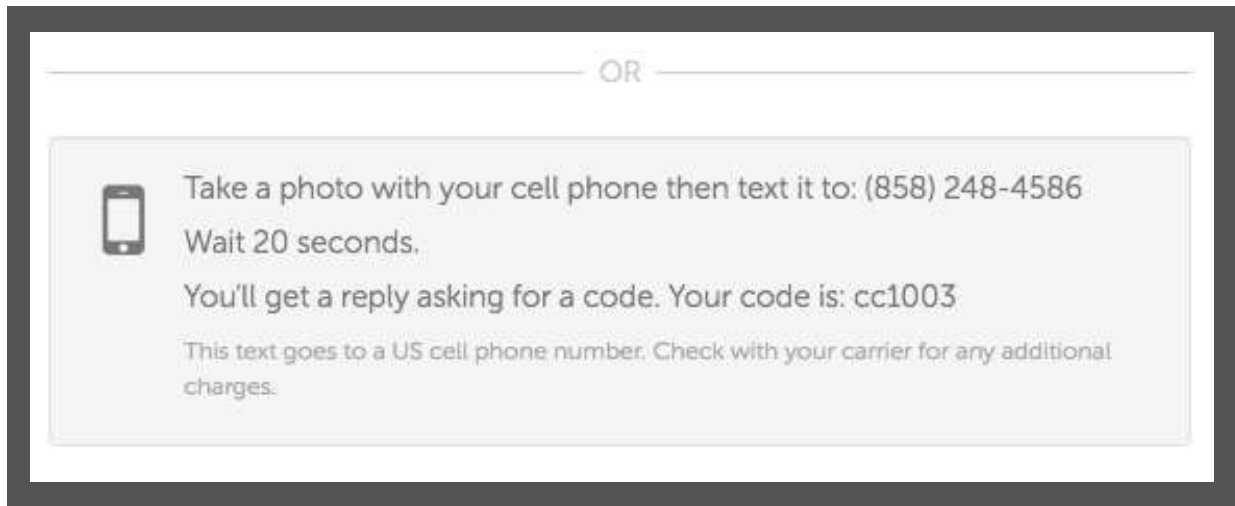
Under the General tab, you'll find several tools, which include:

- Scientific calculator (powered by Desmos)
- Import/export capabilities
- Text image to board function
- Graphing calculator (powered by Desmos)
- Changing the color and size of the GoBoard grid (can also remove grid so lines no longer snap to grid)
- Full list of GoBoard compatible keyboard shortcuts
- Link to the chat box labeled "Text Chat"
- Export board function
- Reference library of subject specific material
- Making your board full screen
- Timer
- Refresh button
- Help icon
- Sign up for GoBoard monthly newsletters
- Comments or idea submissions for the GoBoard team
- Logging out of the session



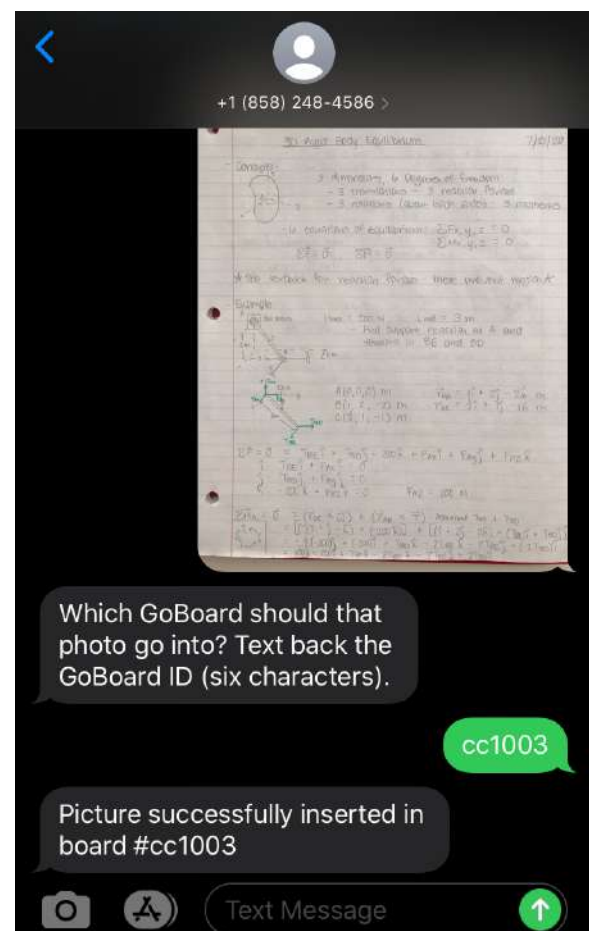
# TEXT AN IMAGE FUNCTION

If you choose to text an image to the board, the following instructions will be seen at the bottom of the pop-up for this tool.



This is what you should see in your messages when you text your image to GoBoard.

Note that the code for the board ID is caps sensitive.



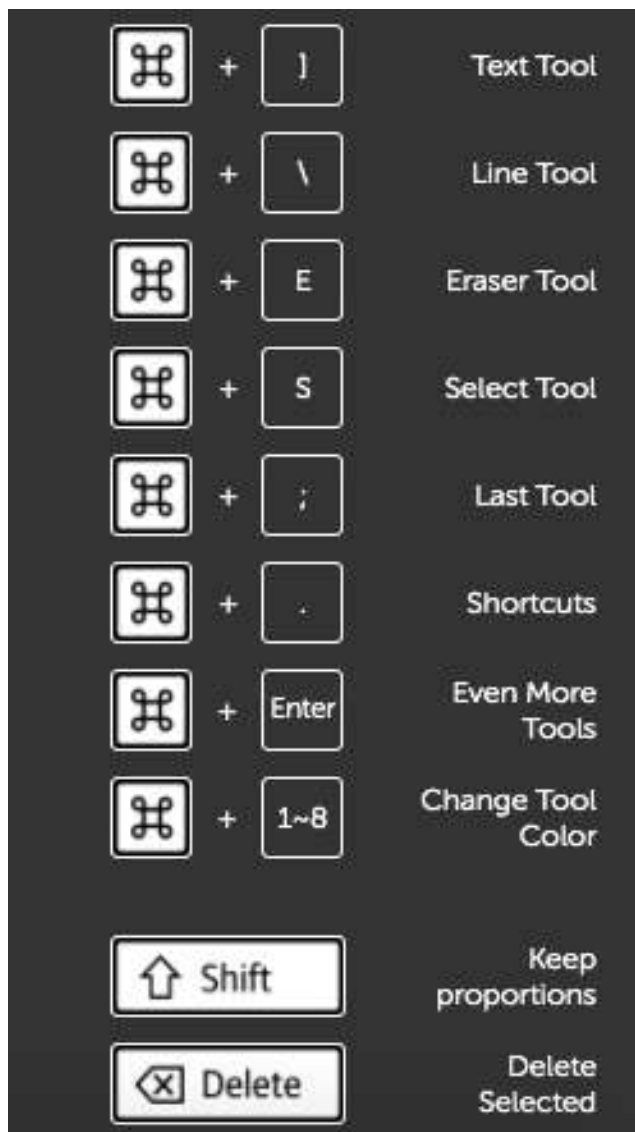
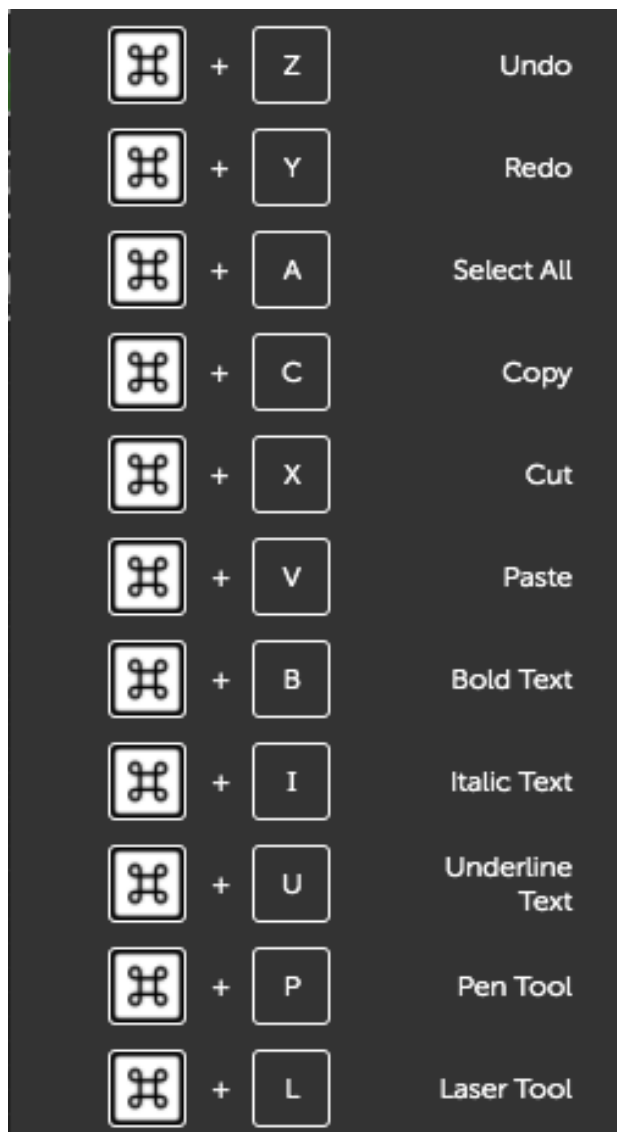
Once the image appears on the board, you will have the option to rotate, send to back, or bring to front. This can be done by hovering your mouse over the image.

The screenshot displays the Go Board interface. On the left, a handwritten document is shown with a context menu overlaid on the top-left corner. The menu contains three options: "Rotate", "Send to Back", and "Bring to Front". The document content includes a physics problem in German: "Aufg. 204: Ein Körper der Masse  $m$  wird von der Höhe  $h$  aus fallen gelassen. Die Reibkraft ist proportional zur Geschwindigkeit  $v$  mit dem Proportionalitätskoeffizienten  $k$ . Die Bewegungsgleichung lautet  $m \ddot{x} = -mg - kv$ . Bestimmen Sie die Geschwindigkeit  $v$  als Funktion der Zeit  $t$  und die Endgeschwindigkeit  $v_{\infty}$ ." Below the problem is a detailed solution using differential equations and vector notation. On the right side of the interface, there is a video call window showing a white silhouette of a person, a chat window for "User9", and navigation buttons for "BASIC TOOLS", "MORE TOOLS", and "Page 1".

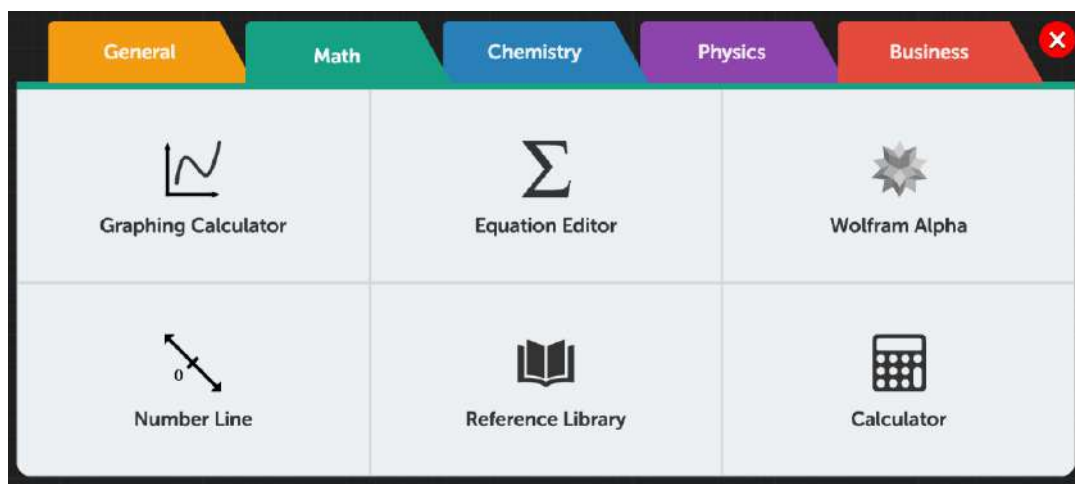
# KEYBOARD SHORTCUTS

Many keyboard shortcuts that are commonly known to computer users are also functional on GoBoard, with additional ones that are specific to GoBoard's tools.

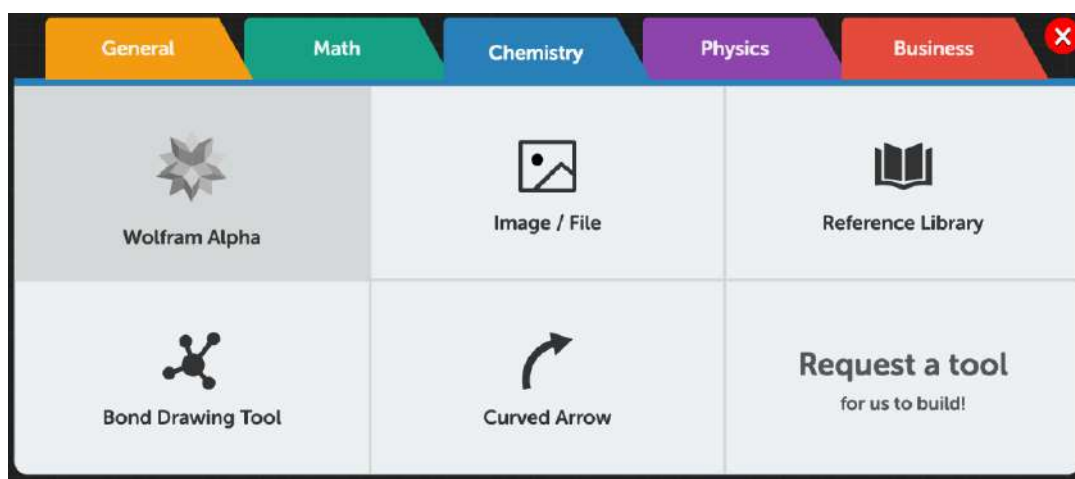
This is the pop-up that will appear on the right side of your screen when you click on the "Keyboard Shortcuts" tool in the General tab of More Tools:



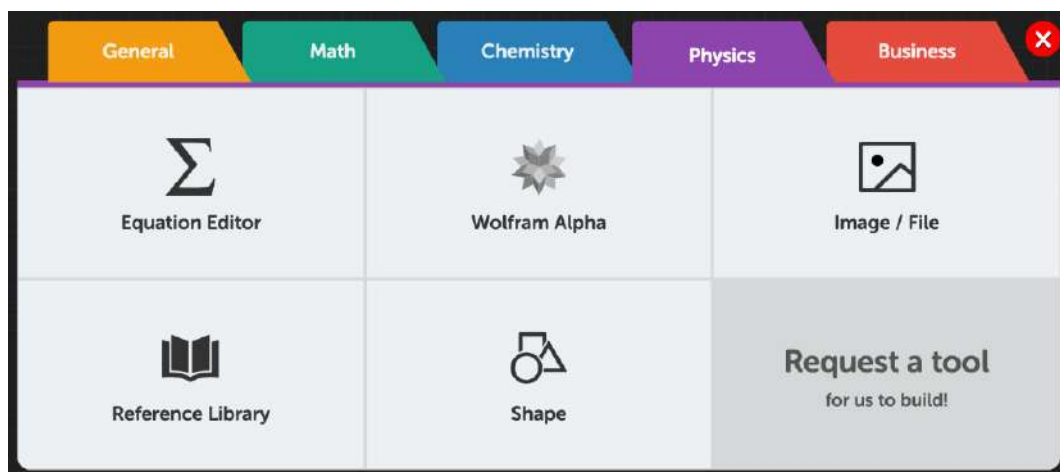
**Under the Math tab, you will find the graphing calculator tool, an equation editor, Wolfram Alpha (a computational knowledge engine), a number line tool, a link to the reference library, and a scientific calculator.**



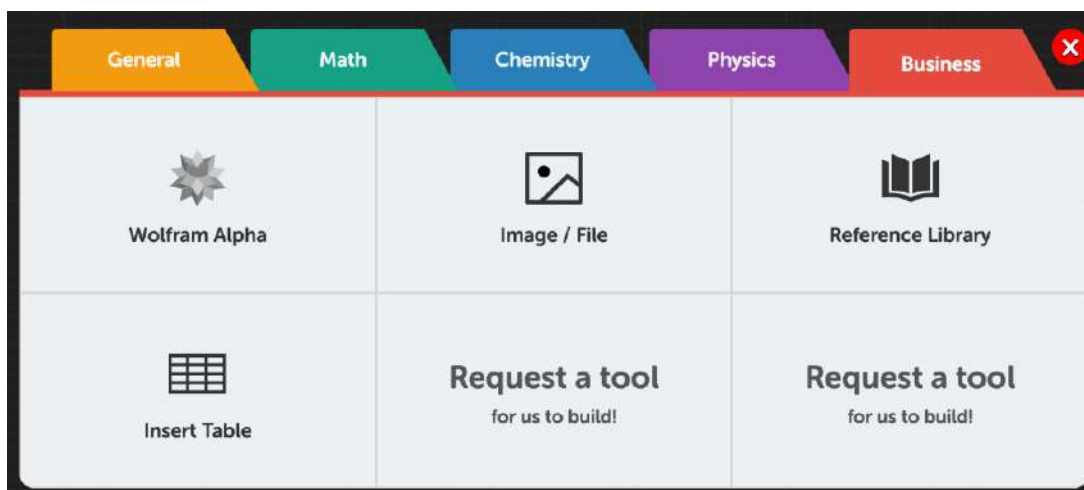
**In the Chemistry tab, you will find Wolfram Alpha, an option to import an image or file, the reference library, a bond drawing tool, and a curved arrow tool.**



**Under the Physics tab, you will find the equation editor, Wolfram Alpha, an option to import an image or file, the reference library, and the shapes tool.**



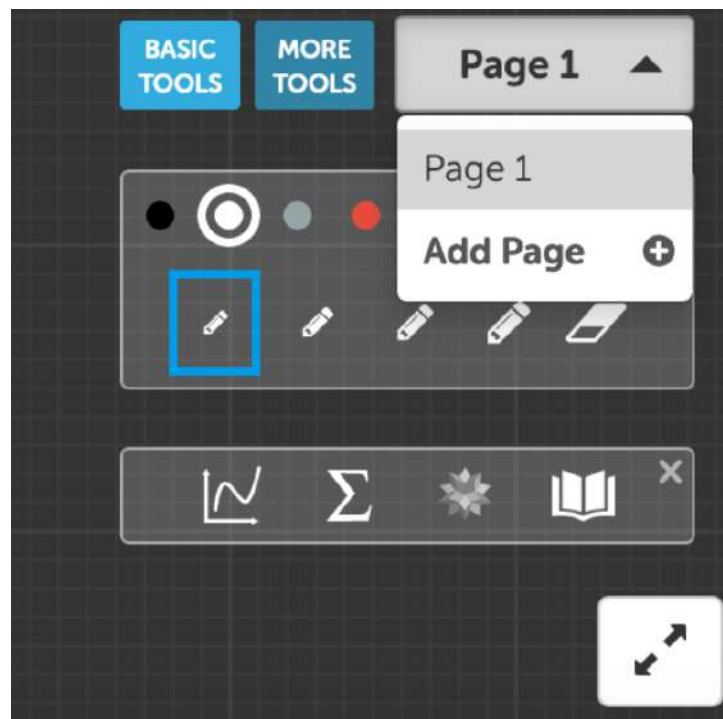
**In the Business tab, you will find Wolfram Alpha, an option to import an image or file, the reference library, and a collaborative table insert tool.**



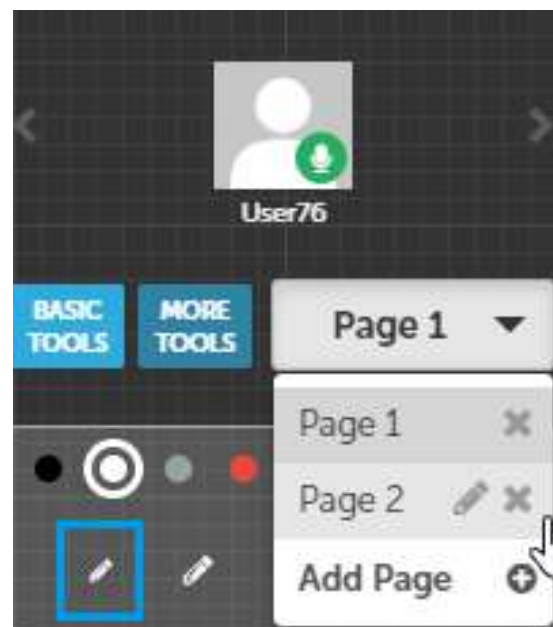


# PAGES

You can easily add a page to the board by selecting the "Page 1" drop down and clicking "Add Page".

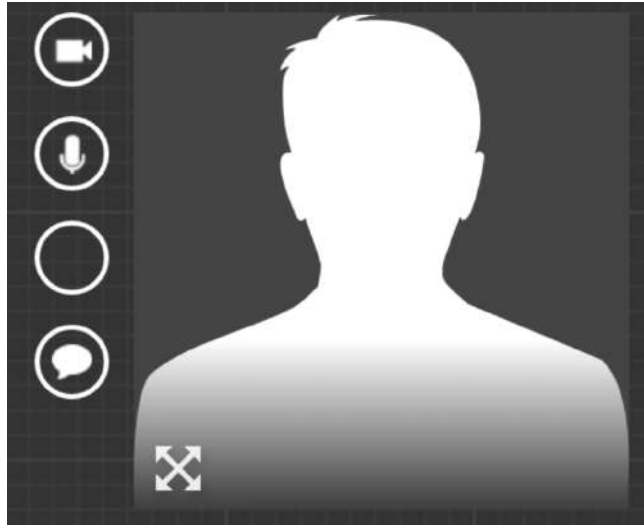


After adding a second page, you have the option to rename the page by hovering over the page you would like to edit and clicking the pencil next to the page # name, or deleting the page by clicking the X.

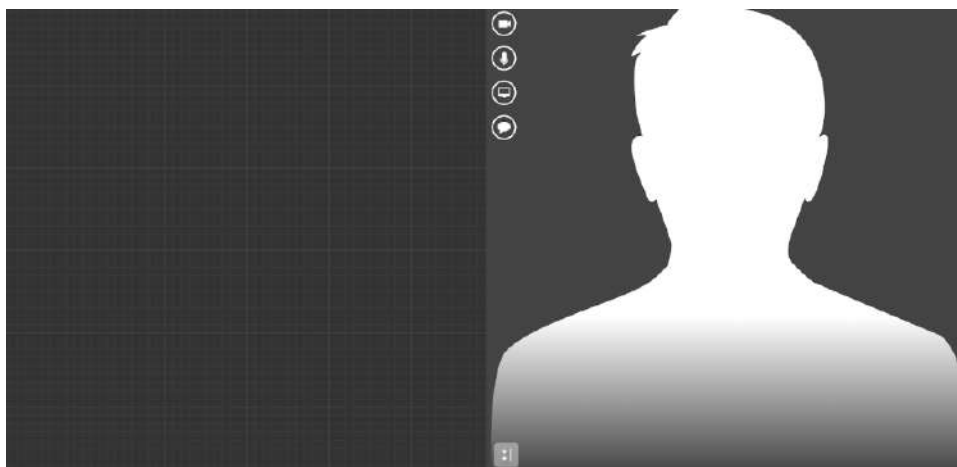


# SPLIT SCREEN

**You can change the video feed's size by selecting the expand button on the bottom left corner of the other member's video feed window.**



**The person's video feed will then show on your entire screen. You can click the reduce button to split the screen between the board and the video feed.**

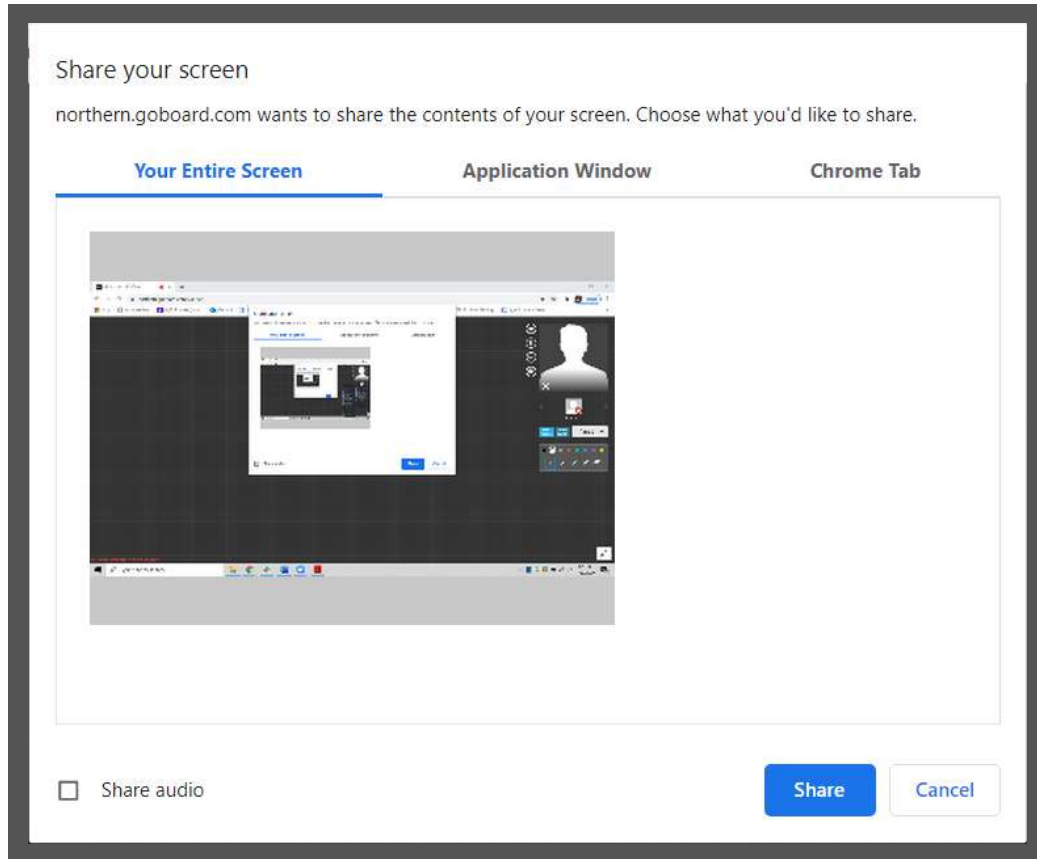


**Doing this will alert the other person so they know what you can and can't see when drawing on the board.**

# SCREENSHARING

**It is not necessary for you to share your screen for other participants to see the board, but you may share it to view other windows.**

**To share your screen, click the icon next to the video feed and select which window you would like to share, as seen below.**



# TROUBLESHOOTING

- **Make sure you are using an updated version of your browser (use [checkmybrowser.com](http://checkmybrowser.com)).**
- **Log out and log back in to the GoBoard room, close out your browser and reopen it, or restart your computer to complete updates.**
- **Try using a private/incognito tab on your browser if issues persist. Using the browser in private mode ensures none of your installed browser plugins or add-ons are interfering with the browser's normal functionality.**
- **You should have at least 5 mbps internet speed for the best experience. You can go to [fast.com](http://fast.com) to test your internet speed.**
- **Close or pause applications that can cause a heavy load on your connection such as streaming services (Netflix, Hulu, YouTube, Video, etc.) or file transfers (Dropbox, Drives, Torrents, etc.) while you're in a session. Doing this will allow you to use GoBoard even with lower mbps.**
- **If you're still experiencing issues, you can use another application to communicate with the student for that session: Skype, FaceTime, phone call, etc. Then let your supervisor know about the issue so that it can be resolved before the next session.**

# IMPROVING PERFORMANCE

- **Try to limit the amount of screen sharing in a session. Instead, take snapshots of the items or upload PDFs to the board and work inside the board. This will not only help the session performance, but will make the PDF more usable at the end of the session.**
- **If communication is difficult and you have to share big files, leave sharing for the final part of the session when most of the work is done, or even try sending them at a later time using other options. If files are really needed, wait until they are fully uploaded before continuing.**
- **Participants should speak in turns and NOT simultaneously. The voice systems and channels use specific algorithms and many of them permit the voice signal to be sent only in one direction at a given time.**
- **If the connection is bad and you are using the canvas for drawing, the other participants do not immediately see what you are drawing, but they will see it in full when you are done. So if you need the drawing to explain different elements of the final picture, you can use different colors for each important element to help explain the concepts.**

# AND THAT'S IT!

**When you're ready to close a session, make sure you and the other participants fully close your browsers to end the session.**

**You have all the knowledge needed to create a strong online learning environment using GoBoard!**

## **Still have questions?**

**Check out [goboard.com](http://goboard.com) for some helpful videos or email us at [help@goboard.com](mailto:help@goboard.com)**

 **TUTOR MATCHING SERVICE**

 **@GOBOARDAPP**

 **HELP@GOBOARD.COM**